

Administrative Memo

Date: January 19, 2022
To: School Administrators
From: Paul Katnik, Assistant Commissioner, Office of Educator Quality
Subject: EQ-22-002 — Updated Teacher Recruitment and Retention Grant Guidance

This is to inform you of recently clarified information regarding items that can and cannot be approved in the Department of Elementary and Secondary Education’s Teacher Recruitment and Retention Grants according to federal finance guidelines. For those districts with an application that has been submitted and/or approved, this updated guidance might require you to submit a revised application. Districts that have not yet submitted an application must be sure their applications meet this updated guidance. For those districts with an approved application, someone from the Office of Educator Quality will contact you to make any necessary changes.

In general terms, items of a personal nature or items that do not fit the “reasonable and necessary” guidelines cannot be approved. In the appendix section of the Teacher Recruitment and Retention Grant guidelines, there is a list of Assurances for Teacher Recruitment and Teacher Retention Grants. Item 6 explains the guidelines being referenced for grants that include personal items and provides the following language:

The LEA will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) in Subpart D — Post Federal Award Requirements (2 C.F.R. §§ 200.300-345) and Subpart E—Cost Principles (2 C.F.R. §§ 200.400-475) and ensures Elementary and Secondary School Emergency Relief funds are used for purposes that are reasonable, necessary, and allocable under the Coronavirus Aid, Relief, and Economic Security Act.

The following are examples of what can be approved:

- Snacks and drinks (but not full meals)
- Exercise equipment that is owned by the district and stays as district property
- Teacher workroom remodeling and added equipment (i.e. ice machines)

The following are examples of what cannot be approved:

- Personal apparel (i.e. shirts or hats)
- Personal wellness items (i.e. water bottles or pedometers)
- Spirit items (i.e. umbrellas or camping/stadium chairs)
- Gift cards of a general nature for stores like Amazon, Target, or Walmart
- Cash, prizes, or gift baskets
- Welcome gifts or teacher appreciation gifts
- Plaques or awards
- Gym memberships

Revised guidance can be found [here](#). We apologize for any confusion this has caused, especially for those that have to revise their grant requests. If you have additional questions, please contact the Office of Educator Quality at 573-751-2931 or educatorquality@dese.mo.gov.